

California Department of Veterans Affairs



“Veterans First”

Classification: **Assistant Hospital Administrator (\$5,768-\$6,361)
Permanent, Full-Time**

Location: Veterans Home of California-Barstow

Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities: *Under supervision from the Veterans Home Administrator:*

- Supervises, plans, organizes and directs the line functions providing general facility support.
- Advises the Administrator on and participates in the development of policies and procedures relating to the provisions of support and business services to meet program requirements.
- Develop and establish performance standards by which achievement of objectives by service is gauged.
- Promote favorable public relations and address residents and other interested groups on the programs of the Home.

Desirable Qualifications:

- Knowledge of principles and practices and trends of organization and management.
- Knowledge of problems involved in managing the administrative support of the Home.
- Knowledge of program development and evaluation techniques.
- Knowledge of principles and objectives of automated management data systems.
- Ability to plan, organize, direct, and evaluate the administrative services of a health care facility to meet treatment and training needs.
- Ability to analyze data and make recommendations.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to analyze situations accurately and take effective action

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 E. Veterans Parkway
Barstow, CA 92311
Attn: Sharlene Goddard

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

Final Filing Date: Until filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 10/06/05